

## **3M Benelux is looking for a Working at Height Training Instructor**

### **Overall Mission**

Reporting to the Training Manager, the Training Instructor will be responsible for effectively delivering training to the required company standards and assisting in the development and implementation of overall training operations in order to meet the desired targets. This may include any aspect of course operation including equipment, facilities, health & safety, guest care and administration.

Training center will be located in Zwijndrecht, near Antwerp, Belgium.

### **Job Responsibilities**

- Ensuring the Health, Safety and Welfare of all course delegates and colleagues is appropriately managed
- Providing appropriate intellectual stimulation in class by taking into consideration the unique abilities of each delegate, with the ability to modify where appropriate instruction methods and strategies to meet diverse delegate needs.
- Learning strategies to communicate subject matter to students.
- Coordinating the completion of all course paperwork effectively – ensuring all is returned to the Training Coordinator following course completion within a reasonable timeframe.
- Contributing to the review, development and overall quality of training courses and instructional materials, in accordance with course objectives and in line with relevant regulations, in order to meet legal requirements and standards.
- Assisting with the traceability and general care and maintenance of all PPE used within the training process.
- Advising and assisting with Health & Safety issues.
- Ensuring personal gear is inspected, stored and maintained in a reasonable manner.
- Assisting with the support of management plans.
- Dealing with any general day to day issues as they arise, feeding back any customer comments, problems, incidents, accidents to the Training Manager.
- Representing the department and the company at profile meetings, seminars, exhibitions and presentations when required.
- Assisting with risk assessments and method statements for the department, ensuring relevant paperwork is in place before commencement of training
- Travelling to and from client's venues – planning routes and timings to ensure that the course is delivered effectively.
- Performing professional responsibilities in accordance with goals, missions and plans.
- Maintaining expertise in subject area.
- Demonstrating strong interpersonal skills in communication with students, colleagues and administrators as an individual and as a team.
- Ability to be flexible and work with the inspection department to learn new skills and techniques so that where work dictates, trainers are able to cover in an emergency.

### **Knowledge & Skills**

- Strong presentations skills in both classroom and practical environments
- Ability to work at height and confined spaces, rescue at height
- Excellent communication and interpersonal skills, Excellent written communication skills
- Ability to motivate delegates to actively participate in all aspects of course delivery
- Background in Working & Height is mandatory
- Good PC skills, proficient in using e-mail, managing files, recording and reporting electronically, using computer applications – word, excel and internet explorer.
- Ability to be able to identify and interpret customer needs.
- Ability to simulate knowledge and experience for continual development of colleagues and business.

**Here, you can apply your  
talent in bold ways that matter**

### **Qualifications**

- Good standard of education preferable a bachelor degree
- Previous teaching experience or equivalent preferred.
- Experience and certification to evidence subject matter within relative industry environment
- Driving license is essential

### **Person Profile**

- Physically fit and able to undertake and perform duties working at height and in confined spaces.
- Ability to work on own initiative with minimal supervision where required
- Creative approach to problem solving and strategic thinking
- Ability to accommodate a flexible approach to working hours – occasional weekend and evening work when necessary
- Ability to understand and communicate organizational values and mission
- Ability to work in inclement environments
- Ability to travel through Benelux region for potential 'On Site' training
- Ability to translate identified needs during training to sales team
- English and Dutch speaking/writing, French beneficial

### **What offers 3M?**

3M offers you a professional and interesting environment with modern communication tools, training and education opportunities throughout your career and enthusiastic, motivated colleagues. We also offer a competitive salary, benefits and the necessary freedom to develop your responsibilities as 3M employee.

### **Application**

If you are interested, please apply through [www.3M.be/careers](http://www.3M.be/careers)  
The vacancy number is R00031767.